**How to make an informative and engaging talk**

**Preparation**

1. your team has been offered a product from lesson 7.4 for you to redesign it and present at the design competition, you may also come up with your own original design
2. while preparing the design of your presentation, keep in mind product evaluation criteria given in the book in ex. 5c, p. 77
3. while preparing the text of your presentation, you can use Maptech i3 script, but don’t forget to include the price of your product
4. divide your talk into 2 parts: one person may take responsibility for the opening part and the product’s appearance, while the other may deal with the technical/functional specifications, pricing and conclusion; however, the decision is to be made by yourselves.
5. design the slides to match the episodes of your talk
6. learn your part by heart
7. practice your talk along with slides to be sure that the slide fits the episode of your talk
8. rehearse your talk (better in a group) until you feel confident with the text and slides

**The text of your talk/language**

1**.** the size of your text should be about the same as Maptech i3 script

2. do not use long sentences copied from Wikipedia which are indigestible for ears and abound with a lot of complicated words

3. use linking phrases to start, move from part to part and finish your talk –**see the script of Maptech i3**

**Slides**

1. use Power Point slides

2. be guided by the principle: “A picture is worth a thousand words”

3. if you want to put some text on your slide, write short notes, not full sentences (see the slides from the previous semester**)**

4. write main features of your product on the final slide

5. the ideal number of slides for this talk is 4-5

**5.** use the pointer to deal with your slides and draw your audience’s attention to them

**Delivery**

1. speak at a volume and pace that suits the audience

2. do not mumble or stumble over words

3. pronounce all the words correctly and emphasize the important ones to avoid sounding boring

4. do not read from the text

5. respect the audience

-do not block the screen

-do not stand with your back towards the audience

-ask your partner to show slides for you to avoid rushing from computer to screen

-maintain eye contact

**7. engage the audience’s interest**

-be interested and enthusiastic

-smile where appropriate and use gestures

-use rhetorical questions to involve the audience into your talk

-say We instead of I and refer to audiences knowledge and experience

**Timing** 4-5 minutes per group depending on the number